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THIRTEENTH UNITED NATIONS REGIONAL
CARTOGRAPHIC CONFERENCE FOR
ASIA AND THE PACIFIC
Beijing, 10-18 May 1994

DOCUMENTATION FOR THE CONFERENCE

Note by the Secretariat

1. The official languages of the Conference are English, Chinese, French and Russian; English and French are the working languages of the Conference. Since the facilities for the translation and reproduction of documents at the site of the Conference will be limited, Governments are asked to forward to the United Nations Secretariat at their earliest convenience, but not later than 1 January 1994, two copies of the documents in one of the working languages which they have prepared in support of items on the provisional agenda for the Conference.

2. One copy must be typed in double spacing, including footnotes and quotations, to facilitate processing for the final publication of the technical papers after the Conference. The other copy will be used for offset reproduction and distribution at the Conference and must be single-spaced. A diskette with the text in WordPerfect 5.1 can be forwarded with the report.

3. All manuscript pages must be of the same size and must be numbered consecutively. Manuscripts must be typed on one side of the paper only, with margins of at least one inch on all four sides of the page.

4. It is essential that documents be kept to a reasonable length. In no case should they exceed 10 pages.

5. Every document should be accompanied by a summary, which should be limited to one typewritten page. Documents will be distributed in the language in which they are received (English or French), and the summary will be translated by the Secretariat and distributed in the other working language. Acronyms and abbreviations must be spelled out the first time they appear in a text. When a considerable number of acronyms and abbreviations appear in one text, they must be listed at the beginning of the text, together with the full terms they stand for.

6. To facilitate and expedite the reproduction of half-tones, charts and other black and white illustrations, it is important that two copies of reproducible material (negative or glossy positive) for each illustration be forwarded to the United Nations Secretariat, together with the text. This will enable the Secretariat to retain one copy for the final publication of the technical papers and to use the other copy for immediate reproduction for the purposes of the Conference.

7. Governments are requested to send 3,000 printed copies of each multicolored illustration, including maps, to the United Nations Secretariat for inclusion in the proceedings of the Conference, since it is not possible for the United Nations to reproduce such illustrations. In addition, Governments should send 250 copies to the Conference secretariat at Beijing for distribution during the Conference, making a total of 3,250 printed copies of each colour illustration.

8. The proceedings of the Conference will be issued in two volumes as follows:

Volume I: Report of the Conference

Volume II: Technical papers

Volume I will be issued in English and French. In accordance with the policy concerning the limitation of documentation adopted by the United Nations, volume II, containing the documents in support of the Conference agenda, will be issued in one version only, with each paper appearing in the original language (i.e.., English or French), preceded by a summary in the other language.

9. Only documents that a Government may wish the Secretariat to distribute as information papers will be accepted at the Conference site. For satisfactory distribution, at least 200 copies should be brought by the delegation to the Conference site. Such papers will not be reproduced in the final proceedings of the Conference.

10. Correspondence relating to the Conference may be addressed to the United Nations Secretariat as follows:

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Physical Infrastructure and Transport Branch
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